AGENDA

Stadium Authority Meeting 99-500 Salt Lake Boulevard Aiea, Hawaii 96818 April 26, 2007 10:00 a.m.

I.	Call to Order
II.	Approval of Minutes of N

- II. Approval of Minutes of March 29, 2007
- III. Monthly Report
 - A. Chairman's Report
 - B. Stadium Manager's Monthly Report
 - C. UHAD Monthly Report
 - D. Centerplate/Swap Meet Monthly Report
 - E. Hawaii Malls, Inc.
- IV. Approval of Events
 - A. UH Football Ohana Festival and Practice April 28, 2007 (Saturday)
 - B. Congressional Education
 Foundation (Free Concert May 28, 2007 (Monday)
 For Military & Their Families)
 - C. Sports Car Club of America July 21, 2007 (Saturday)
 August 18, 2007 (Saturday)
 5:00 a.m. 7:00 p.m.
 - D. JN Automotive August 25-26, 2007 (Saturday and Sunday)
 - E. Punish UM Motorsports, Inc. September 29, 2007 (Saturday) 9:00 a.m. 5:00 p.m.
- V. Unfinished Business- Discussion and Appropriate Action
 - A. Search for Stadium Manager- Board's decision on the selection of a Stadium Manager

AGENDA

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- B. Parking Task Force- Report from sub-committee on future parking and traffic plans to Aloha Stadium parking lot
- C. Strategic Plan- Report from sub-committee on progress of Stadium Strategic Plan
- D. Legislative Report-Report from State Comptroller on Legislative Bills that will affect Aloha Stadium
- VI. New Business- Discussion and Appropriate Action

None

- VII. Executive Session
 - A. Approval of minutes for Executive Sessions that were held on January 25 and February 22, 2007
- VIII. Next Meeting May 24, 2007
- IX. Adjournment



An Agency of the State of Hawaii

Stadium Authority Meeting 99-500 Salt Lake Boulevard Aiea, Hawaii 96701 April 26, 2007

Members Present

Kevin Chong Kee, Chairman

Kay Ahina

Marvin Fong

Kathryn Inouye

Alexander Kane, Jr.

Marcia Klompus

Kenneth Marcus

Nelson Oyadomari

Alan Tamayose

Staff

Scott Chan

Kenneth Tong

Deborah Ishihara

Shawn Nagata

Eugene Tokuhama

Engel Garcia

Liane Nakagawa

Others

John Dellera, Deputy Attorney General

Russ Saito, DAGS Comptroller

Kerry Yoneshige, DAGS Administrative Services Officer

Roger Reeves, Centerplate

Farah Cabrera, Centerplate

Carl Clapp, University of Hawaii

Malia Gray, Office of Rep. Lynn Finnegan

Steven Antonio, Office of Rep. Lynn Finnegan

Sam Shenkus, Marketing Consultant for Centerplate

Cablay, James - Swap Meet Association

Bill Clutter, JN Automotive

I. CALL TO ORDER

A quorum being present, Chairman Kevin Chong Kee called the meeting to order at 10:10 a.m.

II. APPROVAL OF MINUTES – MARCH 29, 2007

Chairman Chong Kee corrected the agenda to read, Approval of Minutes for March 29, 2007, instead of 2006.

Members Marcia Klompus and Kenneth Marcus stated it was not necessary to enter the September 29, 2007 date for Punish 'UM Motorsports on today's agenda, and instead, corrected the motion on page 6 to read:TO APPROVE THE EVENTS, EXCEPT FOR SEPTEMBER 29, 2007, IF IT CONFLICTS WITH UH FOOTBALL."

Acting Stadium Manager Scott Chan stated that with the correction of the motion, the event on September 29, 2007 is approved.

Deputy Attorney General John Dellera corrected page 5, B. JN Automotive, first paragraph, to read: ".....and questioned whether the event was for public recreation as required by the deed for stadium land or whether it is for marketing purposes."

ON A MOTION BY MEMBER KENNETH MARCUS AND SECONDED BY MEMBER KAY AHINA, THE BOARD UNANIMOUSLY APPROVED THE MINUTES OF THE MARCH 29, 2007, MEETING AS CORRECTED.

III. MONTHLY REPORT

A. Chairman's Report

Representatives from Hawaii Athletes in Action attended the meeting to thank the Stadium Authority for giving 245 youths from 31 Hawaii high schools a chance to participate at their event on April 21, 2007, which turned out to be very successful.

Chairman Chong Kee thanked Kenny Lum for all the services he provided to the stadium during the past years – he did a good job. Chairman stated he did appoint Scott Chan as the Acting Stadium Manager.

Executive Sessions

At the request of Chairman Chong Kee, Deputy Attorney General John Dellera explained to the Board that it is the agency's responsibility to keep the minutes of the public meetings, as well as the executive sessions, and that his role at the meetings should only be as legal counsel. He also stated it is not a good idea to confuse the two roles and recommended that the task be assigned

to the Stadium Secretary. The Board agreed, that hereafter, the Stadium Secretary will also be taking minutes of the executive sessions.

New Reporting/Meeting Procedures

Chairman Chong Kee informed the Board that in working with Comptroller Russ Saito and Acting Manager Scott Chan, that within the next few months, changes will be made in the Manager's Report and also more reports (financial, CIP, events, a six-month calendar, vendors') will be included in their monthly packets. In addition, all questions by Board members will be addressed to, and answered by Mr. Chan. Depending on the circumstances, there may be occasions where Mr. Chan will request further information from his staff members.

Comptroller Saito said, for years, the procedures on how the Board performs its duties have not been clear among the Board members. He said since the Stadium Manager is responsible and accountable for the operations of its facilities, all of the presentations must be orchestrated by him, with his staff present should there be a need for additional information or clarification. Also, if the Board has a request that they want the Stadium to do, it is not their position to make those requests directly to the staff. They must request it of Acting Stadium Manager Scott Chan and he is the one that gives the orders to the staff. He added, you are a Board and these procedures are set in motion so that you operate as a Board; and if you are going to hold Mr. Chan accountable for the results, all your communications should go through him and not the staff. Member Inouye said typically, the whole staff does not sit through the entire meeting, and will only remain if the Board has specific concerns for an engineer, as an example.

Member Ahina asked Comptroller Saito if his recommendation precludes a Board Member from calling a staff member during the month. He answered, you can have an agreement with Mr. Chan that seeking or exchanging information is not a problem; but, if its going to result in any kind of work by the staff, you need to go to Mr. Chan because he is the one you are going to hold accountable.

Chairman asked the Board if the above recommendations met with their approval. The answer was affirmative.

Chairman added all reports including Centerplate and Hawaii Malls will also be directed by Mr. Chan. Member Inouye

mentioned the importance of the Board receiving the reports in advance of the meetings which helps to move the meetings along much faster. Chairman Chong Kee said that is the intent. Mr. Chan noted that there will be times when the Board will not receive reports in a timely manner due to the events occurring at the Stadium, and in those situations, he will cover the reports at the meetings.

Stadium Signage

Member Klompus inquired about the status of the proposed Stadium signage. Comptroller Saito recalled that a committee was formed, consisting of Members Klompus, Marcus, Steve Bourque of Centerplate, and Patrick Leonard. In October, 2006, the committee met with the Department of Transportation (DOT); then in November, reported that they were working with the DOT and the Department of Defense on signage that would include traffic flow advisory information, along with Stadium information. Member Marcus said it was his understanding that the Stadium would give DOT control of the signage when needed, then it would fall back for Stadium's use when DOT did not need it. Comptroller reported that Mr. Bourque presented a design of a sign and a discussion followed with reference to its cost and where the money would come from. Comptroller said this matter should be discussed with Mr. Chan because the money would have to come from the special fund. He also noted that he spoke with the DOT and they are not interested in our proposal and that the only other information that would be added to their signage would be the amber alerts. In conclusion, Member Klompus said we are back to the self-containing sign that we originally wanted (presented by Mr. Bourque) and it can be discussed under new business at the next meeting.

B. <u>Stadium Manager's Monthly Report</u>

Acting Stadium Manager Scott Chan stated to the Board that in spite of all the activity and commotion that has taken place during the past two weeks, he has met with the full-time staff and they are focused and ready to move forward and address the concerns necessary for a smooth transition. He also expressed appreciation for the Board's support.

Mr. Chan advised the Board that each month he will be providing them with an updated 6-month calendar of events. This calendar will assist the Board in making their decisions in terms of the

events and also to make them aware of all of the activities that will be occurring at Aloha Stadium.

Events

Mr. Chan announced that last-minute arrangements are underway with the University of Hawaii (UH), to hold their Football Ohana Festival, this Saturday, April 28, 2007. Because UH is one of our major clients, we took the liberty of approving this event and moved forward in order to meet its expectations for a successful event. Chairman Chong Kee confirmed that Mr. Chan did notify him about the event and agreed with his decision to move forward.

Carl Clapp (UH) thanked the stadium for their help on such short notice. He noted UH received nothing but cooperation from Mr. Chan and his entire staff to make this event possible.

Mr. Chan stated he understands the guidelines and procedures that are in place, but is requesting that the Board be flexible by allowing the stadium staff to take action on opportunities that require immediate responses.

Member Klompus stated to Chairman Chong Kee that it would be nice to receive an email before information on an event appears in the newspapers. Deputy Attorney General John Dellera stated communicating information by email and not at a public meeting may create a problem with the Sunshine Law.

Member Marcus stated he does not feel it is a violation of the Sunshine Law if a member of the staff informs the Board that they booked a particular event. Mr. Dellera informed the Board that the Hawaii Administrative Rules states the manager may grant preliminary approval of a date, subject to approval by the Authority at its next meeting; so if you are asking the manager to inform you once an agreement is made preliminarily, I don't see a problem with that, but just be aware that if there is any kind of interchange or feedback, the Office of Information Practices has criticized the use of email as a way of circumventing the open meetings law

To resolve the issue, Mr. Chan inquired if, after approving an event, could he mail a copy of the application to the Board, with the following notation: "for your information, this is a preliminary event that has been accepted?" Mr. Dellera said that is permissible. He also stated if a member of the Board feels there is

a real problem with an event, the member would need to speak to the Chairman and request a special meeting; and the chair would then make an assessment whether there is a need for the special meeting.

Acting Manager Mr. Chan presented the Board with the following hand-outs:

- 1. Budget Forecast (Statement of Revenues & Expenses)
- 2. Budget Appropriation Process
- 3. Schedule of Contracts
- 4. Calendar of Events (May September, 2007)
- 5. Statistics Summary for website: alohastadium.hawaii.gov

Concerning the Budget Forecast, Mr. Chan provided a 6-year financial forecast from 2004-2009. He stated in terms of revenues, 2007 was one of our better years. In 2008 and 2009, the Board will need to focus on the deficit that it will be faced with, keeping in mind that other events may come up during that period. In addressing the deficit and looking at ways to increase revenue, we will be working with contracted concessionaire, marketing of the stadium and looking at the parking situation. Member Marcus reminded Mr. Chan that in March they were looking at obtaining recommendations from the staff on how to deal with rental charges on an ongoing basis. Mr. Chan said that issue will be discussed in our strategic plan.

After a lengthy discussion on the budget, appropriations and the special fund, Comptroller Saito stated that these are the things that the Board should be focusing on, and not try to manage some of the details.

Concerning the Schedule of Contracts, Mr. Chan advised the Board that at this point, it is just for their information, but as the expiration dates get closer, they may need to be involved with the process.

Member Inouye inquired about the Swap Meet Management Contract and its posting procedures. Mr. Chan said it will not be re-advertised and an extension is being considered. Comptroller Saito recommended that Ms. Inouye request a briefing on the contract itself and the conditions in which it can be extended.

Mr. Chan said the last item issued are Statistics on the Website, which is updated on a regular basis by Ainsley Paki and Stephen Lee of the Box Office. The report shows how busy the website is at different times of the year, especially during the month of December.

Report on Women's Restrooms

Mr. Chan said the shortage of women's restrooms during major events (attendance over 30,000) has always been an issue. In the past we've tried to add more restrooms, unsuccessfully, due to the lack of funds. With reference to Member Ahina's recommendations to convert the men's restrooms to women's, it could be a violation of the building code and we are not convinced that it would be the best solution.

Engineer Kenneth Tong explained, when the stadium was first built, it was in compliance with the building code. With the current building code, we are approximately 200 short for women's and 100 short for men's restrooms. By using the men's restrooms, it would only provide an additional three stalls which would not solve the problem. Suggestions were made by the Board to rent VIP trailers or portable toilets and install them on the concourses, but that was not recommended due the lack of space and a weight problem. The concourse is not suitable for heavy vehicles.

Member Ahina recommended that sanitois be located at four different locations at the lower level. Both Mr. Tong and Mr. Chan agreed that this may be a way to solve the problem. Member Inouye recommended that Member Ahina meet with the staff and make a recommendation to the Board at the next meeting.

C. <u>UHAD Monthly Report</u>

Carl Clapp said he was filling in for Herman Frazier who is out of town. One of the messages he will take back to his group is to be more timely on the scheduling of events in order to assist Mr. Chan and staff. Mr. Clapp also said he did not have any announcements or any information on the football schedule. However he did say that season ticket sales for this year has already exceeded last year's total.

D. Centerplate/Swap Meet Monthly Report (report distributed)

General Manager Roger Reeves introduced Centerplate's Marketing Consultant, Sam Shenkus, to make a presentation of their marketing and revenue reports that were distributed to the Board. Ms. Shenkus conducted a lengthy overview of Centerplate's entire Marketing Report covering the period 2002 – 2006. Due to the decline in attendance, Ms. Shenkus said they are faced with the challenge of increasing shopper attendance by bringing back the repeat visitors. Centerplate has made some operational improvements by adding 40 tables as an additional convenience for the shoppers, and more ATM's around the stadium. They plan to invite retail vendors to create an outdoor outlet section. They also recognize the domestic visitors as the Swap Meet's main target market and are currently exploring promotional options through the rental car companies. Ms. Shenkus also stated they need to come up with ideas and strategies to enhance the shopping experience and to give shoppers reasons to return to the Swap Meet.

Member Inouye stated since Centerplate took over the Swap Meet they have done some great things in terms of creativity in trying to reach out to the market. In spite of that, there is a serious reduction in stall rentals and total visitors. She said it is important that they reinvent instead of doing more of the same things. Also, that they need to find out what will appeal to their buyers. Suggested a farmer's market with fresh foods, flowers, or craft fairs. Ms. Inouye also suggested that surveys be done with the vendors and the shoppers. She also said they may want to increase stall rental fees during the high peak months and reduce them in other months.

Mr. Reeves recommended that a committee be formed, consisting of the Vendor Association and also members of the Stadium Authority Board to create new ideas for the Swap Meet. He stated that they have more information that they can share with the committee and he is in total agreement that the Swap Meet should be reinvented, including a change in its set up.

Jim Cablay said he gets repeat customers, but they don't spend as much. There is a challenge and he agrees with Mr. Reeves that the Association has to meet. He said they are open to new ideas and are willing to meet and try to make things better, but not at his expense. Changes are fine but they have to be good.

Member Klompus said the board really needs to hear from the vendors and Centerplate at an open forum and she would be happy to be on the committee. Chairman Chong Kee asked Mr. Reeves to keep in touch with Members Inouye and Klompus when a meeting is scheduled. Mr. Reeves also requested Marvin Fong to be on the committee. Chairman Chong Kee asked Ms. Inouye to chair the committee. He will also add Mr. Reeves to the agenda at the next meeting.

D. Hawaii Malls, Inc. Monthly Report (report distributed)

Mr. Chan reported there have been very few changes to the presentation made to the Board in January, 2007 by Hawaii Malls, Inc. The reason for that is because most of the inventory is handled at the beginning of the year, which is the largest in terms of events. We won't get many throughout the year. Since then, they have renewed one-year contracts with the Department of Health, Tanioka's Seafood and Catering and Jiffy Lube. They are currently negotiating with Clearwire and Star Bulletin Midweek for renewals in 2007 and 2008. They are also working closely with the signage and new sponsorships for the local food vendors as well as working with the Swap Meet.

Member Inouye stated we are anticipating a great football season with high attendance and would like to know how Hawaii Malls goes about acquiring new contracts. Mr. Chan stated the high attendance is what they use as one of their bargaining tools to try to influence more vendors or clients, just as UH does. He also indicated that it is a struggle to have two different entities in a competitive market, and we are trying to work closely with the University to manage some of the contracts we have. Ms. Inouye wants to know what Hawaii Malls' resources are. The subject of his contract was brought up by Member Klompus. Chairman Chong Kee said he plans to set up a committee in May.

Member Inouye requested a report from Hawaii Malls at the next meeting.

IV. APPROVAL OF EVENTS

Member Kane asked Deputy Attorney General John Dellera if it was necessary for the Board to approve the events. Mr. Dellera said the rules provide Board approval for all events. In a lengthy discussion, Member Kane expressed his recommendation that the staff in charge of operations

be allowed to approve the events; and if they have any doubts or concerns about an event, that they could then go to the Board for their input.

A MOTION WAS MADE BY MEMBER KANE TO DO AWAY WITH THE EXISTING POLICY AND ALLOW THE STAFF TO APPROVE THE EVENTS.

Deputy Attorney General Dellera stated the rules would have to be amended. Chairman Chong Kee said he will add this to the agenda at the next meeting under New Business.

Chairman Chong Kee requested that Mr. Chan introduce the Approval of Events.

A. <u>UH Football Ohana Festival and Practice</u> April 28, 2007 (Saturday)

Board members expressed their concerns that an application was not submitted for this event. Mr. Chan explained it was a last-minute request that involved back-and-forth discussions with UH Athletics, including the Coach's involvement. Member Klompus suggested that management go right into the contract since the event is just two days away.

Mr. Clapp said UH will take full responsibility for not submitting the application and will work with Mr. Chan after the meeting to make sure everything is handled appropriately in a timely fashion.

A MOTION WAS MADE BY MEMBER INOUYE AND SECONDED BY MEMBER TAMAYOSE TO APPROVE THE EVENT. THE BOARD VOTED UNANIMOUSLY TO APPROVE THE MOTION.

B. Congressional Education Foundation (Free Concert for Military & Their Families) May 28, 2007 (Monday)

Mr. Chan reported since no one is in attendance to make a presentation, we are withdrawing our request for approval.

Member Klompus suggested that Mr. Chan call the Army to check on the validity of this event.

C. Sports Car Club of America July 21, 2007 (Saturday) August 18, 2007 (Saturday) 5:00 a.m. – 7:00 p.m.

> A MOTION WAS MADE BY MEMBER KLOMPUS AND SECONDED BY MEMBER OYADOMARI TO APPROVE THE EVENT. THE BOARD VOTED UNANIMOUSLY TO APPROVE THE MOTION.

D. JN Automotive August 25-26, 2007 (Saturday and Sunday)

Mr. Bill Clutter presented a power point presentation to the Board. He stated it is two-day event, bringing customers from all over the world with high performance cars for a learning experience in a controlled environment, pushing the level of their own cars throughout the day.

After a short discussion, Mr. Chan said management is not against these events, however it falls in the same category as the drifting events. We are concerned about the speed/safety issue. Mr. Tong stated the newly paved portion of the lot has been degraded in a very short period of time, showing an accelerated rate of deterioration of the lot.

In answer to questions from counsel, Mr. Clutter stated that the event is both recreational and geared toward marketing of automobiles to approximately 100 invited customers. He said the event is open to the general public who can learn about it through JN's website. In the past, participants who are not invited customers have totaled less than 20, and the largest number in past years was about 30.

A MOTION WAS MADE BY MEMBER KLOMPUS TO APPROVE THE EVENT. THE MOTION FAILED FOR LACK OF A SECOND..

Chairman Chong Kee informed Mr. Clutter this event was not approved by the Board.

E. Drifting

Ms. Malia Gray attended the meeting on behalf of Representative Lynn Finnegan. She stated over the past two months since the drifting events came to the stadium, they have received a lot of feedback from the community and as a result, she wanted to present to the board with some of the issues. She also wanted to let the Board know that in an effort to communicate with the entire district, they have invited the drifting organizations to attend their community meeting at Crosspointe on May 16, 2007. Her purpose in attending our meeting is: 1) to communicate with the Board about their community meeting, and 2) to invite the Chairman and possibly another member or representative of the Board to join them and listen to their constituents' concerns about drifting. Member Inouye thanked Malia for the invitation but informed her she would not be attending the meeting because she does not feel that the stadium is an appropriate venue for this type of activity. Chairman Chong Kee said he will let Malia know.

Ms. Gray stated House Bill 567 is still alive in the Legislature that deals with a possible raceway park. They will attend the May meeting to give the Board an update.

V. UNFINISHED BUSINESS

A. Search for Stadium Manager – Board's decision on the selection of a Stadium Manager

Chairman Chong Kee stated that the Board went through two phases in the search for a Stadium Manager with no results. He asked the Board members how they would like to proceed. Member Inouye stated that a search was conducted and qualified applicants were received. She recommended we hire an independent consultant to market the stadium and expressed her strong feelings that the best person for the daily operations is here at the stadium. Member Ahina said she personally believes that Mr. Chan is the person to run the facility and agrees with Ms. Inouye on hiring a marketing consultant. Chairman said he has been working with Mr. Chan during the past year and feels he has shown leadership and has performed his duties in line with what the Board wanted. Member Oyadomari said

he was in support of Mr. Chan from the beginning and still supports him, and feels he is the right person for the job. Member Kane also expressed his support. Both Members Ahina and Inouye said they were in favor of the national search, knowing that Mr. Chan was a good probability and by going through that process it just strengthened the decision that he is the best person for the job.

A MOTION WAS MADE BY MEMBER KANE AND SECONDED BY MEMBER INOUYE TO OFFER THE STADIUM MANAGER'S POSITION TO SCOTT CHAN. THE BOARD UNANIMOUSLY APPROVED THE MOTION.

The Board members went into a discussion concerning the selection of the Deputy Manager and someone for the marketing position. The general consensus was to wait for Mr. Chan's decision before those selections are made.

Chairman Chong Kee, on behalf of the Stadium Authority, offered Scott Chan the position of Stadium Manager and requested that he get back to the Board on his decision. Mr. Chan said, he is honored and appreciates the support given by the Board. Mr. Chan has asked the Board to allow him time to consider their offer.

Chairman Chong Kee told Mr. Chan that the Board has a question concerning the Deputy's position. Mr. Chan commented by saying he believes the right-hand person should be selected by the manager. At the same time, we need to address the marketing and promoting issue. He has spoken with Chairman Chong Kee and believes it is a full-time job. We need to move forward in finding someone for that position.

B. Parking Task Force

The Board spent a considerable amount of time discussing ways in which to resolve the traffic and parking problems that have occurred during UH football games with an attendance of over 30,000 fans. Many options were presented. The purpose was to accommodate the UH, one of our major clients, as well as the needs of the general public. Also, rather than making changes every year, the Board agreed that major changes

should take place now and not to confuse the public with a few changes every year. Some of options included:

- 1. Alternate Parking Sites (i.e. Ford Island)
- 2. Additional Police Officers
- 3. Additional Signage
- 4. Direct Parking
- 5. Cost Sharing
- 6. Increased Manpower
- 7. Increase UH Reserved Parking
- 8. Consider "Pass-only" Gate Access
- 9. Open Salt Lake Gate 4 Earlier

After a lengthy discussion, the Board agreed with Mr. Chan's recommendations on some of the above options. He will schedule a meeting with UH and present them with a proposal for the 2007 Football Season.

C. Strategic Plan

Mr. Chan reported that we are waiting for funding approval (approximately \$13,000) for the first Strategic Plan activity. The two-day class will occur in June. We have an excellent speaker, selected by the committee, who will incorporate individual assessments for employees, along with team building activities. This will be the first step in working towards the Strategic Plan.

D. Legislative Report – Report from State Comptroller on Legislative Bills that will affect Aloha Stadium

Comptroller Saito reported that (subject to providing the Board with additional information on what was actually budgeted) all of the expense budget items that were requested, were approved -- the additional items for the Stadium Authority, including the communications equipment and video cameras by the security desk. Comptroller continued with a complete report of how the funds will affect the needed repairs at the Stadium and answered questions by the Board.

VI. NEW BUSNESS

NONE

VII. EXECUTIVE SESSION – 2:45 P.M.

A MOTION WAS MADE BY MEMBER KANE AND SECONDED BY MEMBER MARCIA KLOMPUS TO GO INTO EXECUTIVE SESSION TO APPROVE THE EXECUTIVE SESSION MINUTES OF JANUARY 25, 2007 AND FEBRUARY 22, 2007. THE BOARD UNANIMOUSLY APPROVED THE MOTION.

VIII. NEXT MEETING

May 24, 2007

IX. **ADJOURNMENT**

2:45 p.m.

Chairman

Recorded by:

Diana Ho

Approval Date:

May 24, 2007 .